

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: Family and Community Resource Liaison – Bilingual (Range 16)**

#### **BASIC FUNCTION:**

Under the direction of the Family Resource and Engagement Department, assist with coordinating district-wide Social Services, Nutrition Assistance, Early Learning Techniques, Parent Education and Leadership development, Mental Health support services, and various Health Screening services; coordinate and supply relevant information and materials to parents, community, and school sites, regarding school or District programs, procedures, activities, rules and regulations; specific to parent engagement.

#### **REPRESENTATIVE DUTIES:**

Serve as a district-wide liaison between parents, school and the community to assist in fostering a climate of parent partnership, leadership, education and engagement; coordinate with private and public service agencies to establish and maintain outreach processes that systematically provide for the well-being of families through coordinating access to resources. *E*

Travel to various locations including school sites, homes, and community agencies to discuss family resource services, educational programs, and site and district goals specific to family engagement and well-being of the families being served in our schools and District. *E*

Attend District, County, and community meetings as assigned; attend workshops, conferences and meetings as requested by staff or parents; provide presentations at parent meetings. *E*

Assist in working with community groups and parents to clarify school programs and policies and to involve community parent groups in developing ways to solve school community problems; participate in school activities. *E*

Perform a variety of responsible clerical duties to assist program managers, students and parents; assist with the smooth and efficient processing and flow of information and materials for monitoring data and maintaining records on the services provided to families; type reports, produce publications, referrals, and duplicate materials. *E*

Provide classes to educate parents regarding responsibilities in assisting children with obtaining success in school; prepare related records and data monitoring according to National Standards for Family Engagement. *E*

Provide family members with available community resources and encourage them in the use of these services. Act as a liaison between the families and various agencies. *E*

Coordinate Social Services and Health support to families with identified medical, health and dental needs. Work closely with community partners, health agencies, other staff; coordinate and assist with providing access to health screenings in all areas of health and prepare and maintain related records and files. Identify and assist uninsured high-risk families in receiving adequate medical and dental care. *E*

Coordinate with private and public service agencies to establish and maintain an outreach process to assure access to resources.

Make preparations and arrangements for health testing and screening programs; monitor data on families being served in this area; maintain confidentiality as required. *E*

Greet the public and answer phones, provide information and directions, take messages, or transfer to appropriate individuals as needed; provide information to district and school personnel, parents, and others regarding programs, explain established policies and procedures and assist in orienting parents about programs. *E*

Assist and collaborate with school psychologists and counselors as requested through the Student Assistant Programs; working together to promote the academic, social-emotional, and health of students and families of the district. *E*

Translate and/or interpret non-technical materials and school and District policies, programs, and activities for parents, school personnel, students and others as requested. *E*

Provide oral and written non-technical translation on an individual basis as well as group settings.

Complete reports and submit to Director or assigned supervisor in a timely manner. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Correct English language usage, vocabulary, grammar, spelling and punctuation.

Oral and written communication skills.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Community interests, concerns, and attitudes relative to educational programs of the District.

Modern office practices, procedures and presentation equipment.

Community and government agencies and programs offered.

Basic first aid techniques.

#### **ABILITY TO:**

Understand and communicate with children and adults of different racial and cultural backgrounds.

Understand and carry out written and oral instructions.

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and time lines.

Assist with coordinating Social Services, Parent Involvement, Health, Nutrition and Mental Health support services.

Establish and maintain files, records, reports and referrals.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.  
Read, explain and follow rules, regulations, policies and procedures.  
Perform clerical duties such as filing, duplications, typing and maintaining records.  
Complete work with many interruptions.  
Work cooperatively with others.  
Administer basic first aid.  
Speak and interpret English and a designated second language.  
Operate a variety of office and presentation equipment, including personal computer and various software applications, LCD projector, printer, fax machine, copier and scanner to prepare presentations and maintain files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and six months experience involving community activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid First Aid and CPR Certification.  
Incumbents are required to speak, read and write fluently in a second designated language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment (office and various school sites).  
Driving a vehicle to conduct work.  
Travel to various school sites, and community events.

**PHYSICAL ABILITIES**

Hearing and speaking to exchange information in person or on the telephone.  
Sitting or standing for extended periods of time.  
Dexterity of hands, wrists and fingers to operate a keyboard.